

MEETING OF THE PORT PHILLIP CITY COUNCIL 2 DECEMBER 2020



14.6 COUNCIL AND PLANNING COMMITTEE MEETING TIMETABLE FOR 2021

EXECUTIVE MEMBER: KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH AND ORGANISATIONAL CAPABILITY

PREPARED BY: KIRSTY PEARCE, HEAD OF GOVERNANCE

1. PURPOSE

- 1.1 To present to Council a proposed timetable for Council and Planning Committee meetings for 2021.

2. EXECUTIVE SUMMARY

- 2.1 Council's Governance Rules require that Council must from time to time fix the date, time and place of all Council meetings and meetings of the delegated Planning Committee.
- 2.2 Council may change the date, time and place of any Council meeting which has been fixed by it and must provide reasonable notice of the change to the public. The Chief Executive Officer, after consultation with the Mayor, in the case of an administrative matter or an emergency situation, may alter the date, time or location of a Council meeting by giving such notice to the Councillors and the public as is practicable.
- 2.3 Following discussion with Councillors throughout the induction period, it is proposed that in 2021 Council meetings are conducted on Wednesdays and Planning Committee meetings are conducted on Thursday. The monthly timetable is:
 - 2.3.1 First Wednesday – 6.30pm Ordinary Council meeting
 - 2.3.2 Third Wednesday – 6.30pm Ordinary Council meeting
 - 2.3.3 Fourth Thursday – 6.30pm Planning Committee meeting
- 2.4 Council meetings are currently delivered via a hybrid method due to COVID-restriction considerations, where Councillors and some officers meet in person in the St Kilda Town Hall and some officers and members of the public participate virtually through an online dial-in process.
- 2.5 Ordinarily the first meeting of the month is rotated between Port Melbourne and South Melbourne Town Halls, however the South Melbourne Town Hall is undergoing building maintenance works and meetings are not proposed to be held in the Hall in 2021. Additionally, given the technology required for the current hybrid delivery of meetings and the uncertainty around when this process may revert back to fully in-person meetings, it is proposed that all meetings for the first half of the year are held at the St Kilda Town Hall. This arrangement will be reviewed as soon as it becomes practicable to do so.
- 2.6 The timetable has been checked to ensure that it does not clash with any gazetted public holidays or days of significance.



3. RECOMMENDATION

That Council:

- 3.1 Adopts the Ordinary Council and Planning Committee meeting timetable for 2021 as contained in Attachment 1.
- 3.2 Notes that under the Governance Rules the Chief Executive Officer, after consultation with the Mayor, in the case of an administrative matter or an emergency situation, may alter the date, time or location of or cancel a Council meeting by giving such notice to the Councillors and the public as is practicable.

4. KEY POINTS/ISSUES

- 4.1 The proposed Council meetings schedule includes a Special meeting to be held on Wednesday 10 November 2021 to elect the Mayor and Deputy Mayor. Under the Local Government Act, if the Mayor is elected for a 1-year term, the next election of the Mayor must be held on a day that is as close to the end of the term as is reasonably practicable.
- 4.2 The schedule also proposes that a Special meeting be held on Tuesday 1 June 2021 for the specific purpose of hearing submissions to the draft 2020/21 budget and the Council Plan.

5. LEGAL AND RISK IMPLICATIONS

- 5.1 Legal and risk implications are minimal. Council must give reasonable public notice of Council and Planning Committee meetings (unless urgent or extraordinary circumstances exist).

6. FINANCIAL IMPACT

- 6.1 The current budget contains adequate financial and human resources to enable the preparation and conduct of all meetings as contained in the proposed 2021 schedule.

7. ENVIRONMENTAL IMPACT

- 7.1 The consideration by Council and adoption of the recommendations made in this report will not have any negative environmental impact.

8. COMMUNITY IMPACT

- 8.1 The timetable has been developed to allow for maximum participation by the community.
- 8.2 Livestreaming and Council's Website

City of Port Phillip offers on-demand video and audio of Council meetings. Live streaming allows members of the public to view proceedings via the Internet without the need to attend Council meetings. This gives the community greater access to Council decisions and debate and eliminates geographic barriers preventing the public from attending meetings. From Council's website members of the public are able to access webcasts of live Council meetings, view archived meetings and follow links to meeting schedules, agendas and minutes.



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9. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

9.1 The setting of dates, times and places for Council and Planning Committee meetings are consistent with Council's strategic direction and commitment to the community of a financially sustainable, high performing, well governed organisation that puts the community first.

10. IMPLEMENTATION STRATEGY

10.1 TIMELINE

10.1.1 This report recommends setting a Council meeting and Planning Committee timetable for the 2021 calendar year.

10.2 COMMUNICATION

10.2.1 Council is required by the Act to give notice of Council and Planning Committee meetings to the public. As often as practicable, an advertisement will be placed giving public notice of the upcoming Council and Planning Committee meetings. Council's website will also be updated to reflect the meetings timetable adopted by Council.

11. OFFICER DIRECT OR INDIRECT INTEREST

11.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: F20/1

ATTACHMENTS 1. Council and Planning Committee Timetable 2021